

Staff Committee Liaison Job Description

September 4, 2013

- Provide a State Bar of Michigan perspective to the committee – collaborate with chair on agenda items and committee outcomes; demonstrate knowledge on how work is affected by, or affects, other SBM initiatives and the strategic plan; report to the committee chair and committee as a whole on decisions of the BOC, Representative Assembly or other SBM committees which impact the committee’s activities
- Assure operational support to the group – provide input on available resources; assure orientation of members to operational activities (reporting public policy positions, submitting annual reports, etc); assure that agenda, minutes, correspondence and reports are created, distributed and responded to appropriately; assure that all minutes are completed, disseminated and posted on website in prompt and reasonable timeline; assure compliance with budget parameters; facilitate meeting logistics; provide feedback to chair and committee members as appropriate; work with chair, committee members and SBM staff to ensure that the work of the committee is carried forward between meetings; provide information to president-elect regarding work of chair
- Assure the committee member selection process is effectively implemented – assure application information is provided to and reviewed by chair; consult with president-elect regarding group needs and member qualifications; orient chair to selection process; assure that existing members are committed to serving term
- Foster a collaborative working environment between staff liaison and chair – monitor progress of committee toward achieving goals; identify potential chair for coming year, communicate regularly regarding the progress of the group and jointly resolve any challenges that may impede progress
- Participate in staff committee liaison meetings to share committee progress, identify possible areas of collaboration, identify best practice staff support and work toward uniform and consistent committee practices